



# CHANGE OF ADDRESS

A GUIDE TO CHANGING YOUR ADDRESS IN THE FAMILY COURT

## FAMILY COURT OF THE STATE OF DELAWARE

<http://courts.state.de.us/family>

You may notify the Court in person, or in writing of your address change.

### **In person:**

Go to the records room in the county nearest you and provide the records clerk with your new address. The clerk will require a photo identification.

### **By mail:**

Send the Family Court a letter stating your new address. *This letter must be signed by you and notarized by a notary public.*

### **Why do I have to change my address with the Court?**

Many times, a Court Order will require you to notify the Court if you change your address. Even if you are not ordered to do so, it is a good idea to notify the Court if your address changes so that we can properly notify you of matters involving your case.

### **How do I change my address with the Court?**

There are 4 different ways that your address can be changed with the Court:

- 1) You receive and sign for certified mail at your new address and the "green card" is returned to the Court.
- 2) You are personally served with Court documents at your new address.
- 3) An attorney who has filed an entry of appearance on your behalf changes your address with the Court.
- 4) You notify the Court of your new address.

### **How do I notify the Court of my new address?**

You may notify the Court in person, or in writing of your address change.

### **In person:**

Go to the records room in the county nearest you and provide the records clerk with your new address. The clerk will require a valid government photo identification.

### **By mail:**

Send the Family Court a letter stating your new address. **This letter must be signed by you and notarized by a notary public.** The addresses for each Family Court are located on our website at the address listed above.